DELETIONS		10 NODITIONS			NET CHANGE	of Pages ORGANIZATIO
SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Reco
ACILITIES DIV	ISION	SPACE MAINTENANCE & FAC	CILITIES DIVIS	ION		
	•	MOTOR POOL BRANCH				
CPC-604-3 CPC-604-3 CPC-604-3	62.03 62.12 62.14	Chauffeur Chauffeur Chauffeur (Place on T/O after 6	CPC-604-4 CPC-604-4 CPC-604-4 1 <sub>-</sub> 25)	61.26 61.27 61.28		·
uest dated 1	7 June 1953,	Chief, General Service	es.			
gth.						
		25X1A9a				
OTALS			APPR	DVAL.		<u> </u>
25X9A2	يعير نعلان	The T/O changes listed recorece	above are hereby a	approved. Pleas v machin	e make changes e printed T/0	s on office page(s) is
	SERIES & GRADE  ACTLITTES DIV  CPC-604-3  CPC-604-3  CPC-604-3	SERIES & GRADE POSITION NO.  ACTLITTES DIVISION  CPC-604-3 62.03 CPC-604-3 62.12 CPC-604-3 62.14  gth.	SERIES & GRADE POSITION NO.  SERIES & GRADE POSITION NO.  CCILITTES DIVISION  CPC-604-3  CPC-604-3	SERIES & GRADE POSITION NO.  ORGANIZATION SERIES & GRADE  CTLITTES DIVISION  SPACE MAINTENANCE & FACILITIES DIVIS MOTOR POOL BRANCH  CPC-604-3 62.12 Chauffeur CPC-604-4 CPC-604-4 (Place on T/O after 61.25)  uest dated 17 June 1953, Chief, General Services.  gth.  25X1A9a  OTALS  ORGANIZATION SERIES & GRADE  ORGANIZATION SERIES & GRADE  OFACILITIES DIVIS MOTOR POOL BRANCH  CPC-604-4 C	SERIES & GRADE POSITION NO.  SPACE MAINTENANCE & FACILITIES DIVISION  CPC-604-3 62-03 Chauffeur Chauffeur CPC-604-4 61.27 CPC-604-4 61.27 CPC-604-3 62.12 Chauffeur (Place on T/O after 61.25)  quest dated 17 June 1953, Chief, General Services.  gth.  25X1A9a  CPC-804-2 APPROVAL  The T/O changes listed above are hereby approved, Pleas recommends and processing to the maching machin	SERIES & GRADE POSITION NO.  SERIES & GRADE POSITION NO.  AND POSITION TITLE  SERIES & GRADE POSITION NO.  AND POSITION TITLE  SERIES & GRADE POSITION NO.  SPACE MAINTENANCE & FACILITIES DIVISION  MCTOR POOL BRANCH  CPC-604-3 62.03 Chauffeur CPC-604-4 61.27 CPC-604-4 61.27 CPC-604-4 61.27 CPC-604-4 61.25  CPC-604-3 62.14 Chauffeur CPC-604-4 61.25  (Place on T/O after 61.25)  The T/O changes listed above are hereby approved. Please make changes recommended to the company of the design of

## Approved For Release 2000/04/14 : CIA-RDP78-03568A000600020010-2 rce Memorandum UNITED STATES GOVERNMENT

TO

: Chief, Classification and Wage Administration

DATE: 17 June 1953

Division

FROM:

Chief, General Services Office

SUBJECT: Upgrading of three (3) Chauffeur Positions

25X1A9a

Confirming telephone conversation between of your office, it is kindly requested that three (3) chauffeur positions (slots 162.12, 162.03, and 162.14) be upgraded from CPC-3 to CPC-4.

2. It is felt that these three (3) positions warrant higher classifications in view of the work being performed by the incumbents. One of the above positions is encumbered by a chauffeur recently assigned to drive for

25X1A9a

25X1A9a

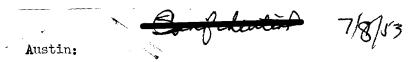
25X1A8a

The other two (2) chauffeurs, although not assigned to a regular shuttle run, serve full-time as relief drivers on the various shuttles. They drive the shuttle buses exclusively, and we feel that they are therefore entitled to the same grade as other chauffeurs driving buses on a full-time basis.

3. It would be appreciated if the T/O change effecting the above could be issued at an early date in order that personnel actions covering the promotions of the employees concerned may be submitted.

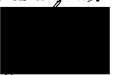
25X1A9a

or Release 2000/04/1**8 - RDRIB - RDRIB - RO** 3568A000600020010-2



This request appears to be okay in light of CPC-4 for assigned chauffeurs and CPC 4 for Shuttle Bus Drivers(although these two are relief), they have to perform just about full time on these shuttle buses.

Recommend approval of 30-25.



25X1A9a